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MIS 370
W93

GSU ARCHIVES

GOVERNORS STATE UNIVERSITY
College of Business and Public Administration

Course Title: MIS370 - Business Microcomputer Applications

Session: Winter 1993, Block 1 Section/Time: B: 7:30-10:20 T
C: 9:30-10:45 MW

Instructor: Kenneth D. Weeks
Office: C3301 Office Hours: 10:45-12:00 M,W
PHONE-Office: (708) 534-4977 6:00- 7:30 T,W
Home: (708) 503-1183 3:00- 4:30 Th

Textbook: Pitter, K; Using IBM Microcomputers, 4th edition, McGraw Hill, 1992

You will also need at least three (3) 5-1/4" DSDD diskettes. Other supplements are available in the academic computer lab.

Course Description:

Introduction to the major business applications available for use on microcomputers, including hands-on experience with various software packages. Focuses on student use of electronic spreadsheet, word processing, database, and graphics programs as well as accessing other computer sources through telecommunications.

Syllabus Statement for Persons with Disabilities:

It is the intention of the institution to support full participation of all students, regardless of physical ability level. Therefore, if any student needs consideration of his/her physical abilities in order to complete the course, please notify the instructor as soon as possible.

Final Project:

The course includes a final project worth 50 points. The main requirement is that the project involve integrating at least two of the packages we will study this semester. This project is to be designed by the student. I will accept projects from two person teams, with the understanding that both students will receive an identical course grade for the project. The project will be graded on creativity and how effectively the packages are integrated. IF you wish to have some preliminary approval, I will be willing to discuss ideas for this at any time.

Course Policies:

1. You will be expected have reviewed the assigned text material in preparation for each class. Also, plan to spend substantial time outside of class completing your assignments. Although there will be some lab time available during class hours, you will not be able to complete your homework assignments during these lab times alone.
2. All examinations and quizzes are to be taken on the scheduled dates. Makeup quizzes do not exist.
3. Assignments are to be free of errors, such as spelling, sentence run-on, fragmentation, subject-verb agreement, missing punctuation, etc.

Course Policies (continued):

4. All assignments must be on time and complete. Assignments are due at the beginning of class on the day indicated. Failure to complete assignments as assigned will hinder your progress in the course.
5. Acceptable assignments will:
Clearly indicate the assignment.
Have student's name on each page.
Securely hold multiple pages together.(staple, paper clip, folder).
Folding corners is not acceptable.
6. A sample cover page which may be photocopied is included with this syllabus. Use of this cover page for all assignments will assure that all requirements for acceptability are met.

Student Evaluation and Grading Policy:

<u>Item</u>	<u>Points</u>
Homework (7 @ 25 Pts)	175
DOS Quiz	25
Exams (3 @ 50 Pts)	150
<u>Final Project</u>	<u>50</u>
TOTAL	400

Late assignments will lose one (1) point per class meeting. Unacceptable assignments lose points for failing to follow directions.

Final letter grades are assigned according to total points using a flexible scale. The final scale usually will fall near the following:

<u>TOTAL POINTS</u>	<u>PERCENT</u>	<u>LETTER GRADE</u>
360	90	A
320	80	B
280	70	C
240	60	D

TENTATIVE COURSE SCHEDULE:

<u>WEEKS</u>	<u>MODULE/Lesson(s)</u>	<u>TOPIC</u>
1	1/1,2	PCs, DOS
2	1/3	advanced DOS
3	2/1,2	WORD PERFECT,(DOS quiz)
4	2/2,3	WORD PERFECT
5	2/3,4	WORD PERFECT - advanced features
6	3/1,2	LOTUS 123 (WORD PERFECT exam)
7	3/2,3	LOTUS 123
8	3/4	LOTUS graphics
9	3/5	LOTUS-database features
10	3/6	LOTUS-macros
11	5/1	dBASE IV (LOTUS exam)
12	5/2	dBASE IV
13	5/3	dBASE IV - reporting
14	5/4	dBASE IV - multiple files
15	6	MOVING BETWEEN APPLICATIONS - lab
16	--	lab

MIS370 - BUSINESS MICROCOMPUTER APPLICATIONS
ASSIGNMENT COVER PAGE

Your Name

Item(s) for Submission:

Title of Assignment

COVER PAGE CHECKLIST
(All items below are required)

- _____ My name appears on all pages
- _____ Pages are held together (stapled, paper clipped)
- _____ I have an extra copy of this assignment

NOTE: Duplicate this page so you have enough for all your assignments, or create a template with your word processing program so that you will have it handy for each assignment.